

SENIOR DEPUTY CITY ATTORNEY

Class Definition

Under direction, provides professional legal services to the City Council, boards, commissions, offices and departments.

Distinguishing Characteristics

Senior Deputy City Attorney is the advanced journey level in the Deputy City Attorney series. Assigned the most complex legal duties, incumbents handle civil and criminal law problems including the preparation and presentation of cases, the drafting of resolutions and documents and the preparation of legal opinions. A Senior Deputy City Attorney is expected to exercise professional judgment, independence and skill in the performance of duties. Senior Deputy City Attorney differs from Assistant City Attorney in that the latter supervises other professional staff and from the Deputy City Attorney III in that the latter performs less complex legal duties. These are unclassified positions in which incumbents serve at the will of the City Attorney.

Typical Duties

(May include but are not limited to the following.)

Performs complex legal research and prepares and presents complex legal opinions to the Mayor, City Council, City Manager, department directors, Redevelopment Agency, and other boards, commissions and offices of the City.

Represents the City in civil lawsuits, prepares and presents cases in appellate courts; provides specialized services to the City and coordinates activities with City officials, departments, outside agencies and organizations, appeals adverse judgments to higher courts when authorized by City Council.

Prepares cases for trial and may serve as a trial lawyer for the City of Fresno before county, state, and federal courts at all levels.

Prepares complex ordinances, resolutions, contracts, deeds, leases, and other legal documents.

Investigates the more serious claims and complaints against the City of Fresno; recommends action and takes such action as is necessary.

Monitors new developments regarding court decisions, administrative decisions, legislation and problems pertaining to local government laws.

Performs other related duties as required.

Knowledge, Skills, and Abilities

(The following are a representative sample of the KSAs necessary to perform the duties of the class.)

Considerable knowledge of City ordinances, City charter, and civil law, state and federal constitutional and statutory provisions relating to municipalities.

Considerable knowledge of legal limitations on the authority of various City departments and enforcement and procedural problems.

Considerable knowledge and understanding of legal administrative principles and procedures regarding court defenses, civil, criminal, legislative and judicial procedures, including rules of pleading, evidence, and practice.

Considerable knowledge of the methods of legal research, established precedents and sources of legal reference applicable to municipal activities.

Skill in preparing sound legal reports and opinions.

Skill to operate an office computer in basic legal applications such as electronic legal research, word processing and timekeeping applications.

Ability to undertake and carry through assigned projects with minimum supervision and direction.

Ability to interpret and apply legal principles and procedures and prepare diverse legal documents.

Ability to prepare and try civil law cases before county, state and federal courts.

Ability to represent the City in a wide variety of judicial and administrative proceedings and present statements of law, fact and argument clearly and logically.

Ability to exercise sound, independent judgment within general policy guidelines and operating parameters.

Minimum Requirements

Graduation from an accredited school of law and three years of varied experience in the practice of law, including civil and criminal trial and appellate court experience, which included experience in local government law, preferably in a public law office. Other specialized legal training or experience may be substituted for the required experience at the discretion of the City Attorney.

Necessary Special Requirements

Membership in the Bar of the State of California.

Possession of a valid California Driver's License may be required at time of appointment

APPROVED: _____ DATE: _____
Director

APG:JC:CW:12/05/03